

Fiscal Year 2005 Contract and CACFP Renewal

It's the time of the year to begin thinking about CACFP contract renewal. Packets will be mailed to current institutions on July 1, 2004. This year the packets are smaller than ever! Most organizations will receive a cover letter and two copies of the CNP Contract. If your organization participates in the National School Lunch or the School Breakfast Program, you will only be receiving the cover letter.

On July 6, 2004, the fy2005 *CNPweb* will be available. At this time participating institutions will be able to complete sponsor, center, and provider information forms. In addition, the sponsor packet will indicate which additional documents are required based upon the information you entered on the information forms. The process works exactly as it did last year.

Contract renewal materials are due August 31, 2004. This means documents are to be sent to the State Agency and all *CNPweb* forms are in the PENDING APPROVAL status no later than August 31, 2004. Check the following list to ensure that you have completed all requirements:

- [] One completed copy of the CNP contract with original authorized signature in ink
- [] *CNPweb* sponsor information sheet in PENDING APPROVAL status
- [] *CNPweb* center information sheet(s) in PENDING APPROVAL status
- [] *CNPweb* provider information sheets in PENDING APPROVAL status
- [] All documents that are marked with an orange asterisk (*) on the SPONSOR SUMMARY PACKET have been submitted and the DATE SENT has been entered in the *CNPweb*. These may include:

Contract	For-Profit Enrollment Certification Form
Adult Day Care Addendum	Listing of Federal Grants Received
A-133 Audit Planning Certification	Required Training Form
Monitor Analysis	Overhead Cost Worksheet
Alternate Approval Form	Sponsor/Center/Ministry Agreement
Vending Agreements/Contracts	Management Plan for Sponsors of Centers
Budget for Independent Centers and Center Sponsors	
Administrative and Food Service Labor Worksheet	
Budget for Sponsors of Separate Legal Entities	
FDC Management Plan	
FDC Budget Summary Sheet and Budget Worksheets	
Current License or Certificate of Registration	

There are regulatory deadlines to meet in order to ensure prompt reimbursement for fy2005 (October 1, 2004 – September 30, 2005). Last year several organizations lost reimbursement because they simply did not get their materials submitted, returned, and/or corrected in a timely manner. Don't let this happen to your organization!

For assistance with the CACFP contract renewal process, call 317-232-0850 or 800-537-1142 and ask for the CACFP Helpline.